

Talked to Meyer Fishbein in NARS (13-26956) about transferring records to the Archives. (NARS)

Send letter or request to the Archivist of US. offering records to the Archives. Give brief statement of what the records are, the inclusive dates, volume, and any limitations or restrictions on access to the records.

NARS will send an acknowledgement which will include their Job # which at this point is for reference purposes. Someone from NARS will be in touch with us to discuss the records. Then NARS decides if the records will be accepted for the Archives. If accepted, NARS will arrange for the transfer of the records. They send records boxes (1 ft type) and like to be in on the packing, if possible, to see what they are getting, the arrangement of the records, and to check off what agency said it was sending. Records are taken to the Appraisal Section for review, arrangement in archives boxes and an appraisal of the records.

The security classification of records is settled at the time of transfer. Since most security classifications are not permanent it is not included in the statement accompanying the records. Mr. Fishbein said the classifications are lifted in 50 years.

About Records Group 263 - [redacted] of Archives sending me a copy of the inventory they have. I found a copy of the inventory in our files, copy attached.

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